

The following guidelines and explanations were developed to assist in the preparation of both preliminary and final plats.

The departments of Public Health, Natural Resources, Transportation and Commerce have each prepared guidelines to inform and assist the developer of a subdivision and their consultant in the application of the Act.

The guidelines acquaint the user with some of the significant provisions of the Subdivision Control Act, the uniform procedures for platting, and other features of the Act. They also contain a sample preliminary and final plat which indicate how the data required by each approving authority should be presented. In addition, criteria have been developed to help clarify existing rule interpretation and factors considered in approving preliminary and final plats.

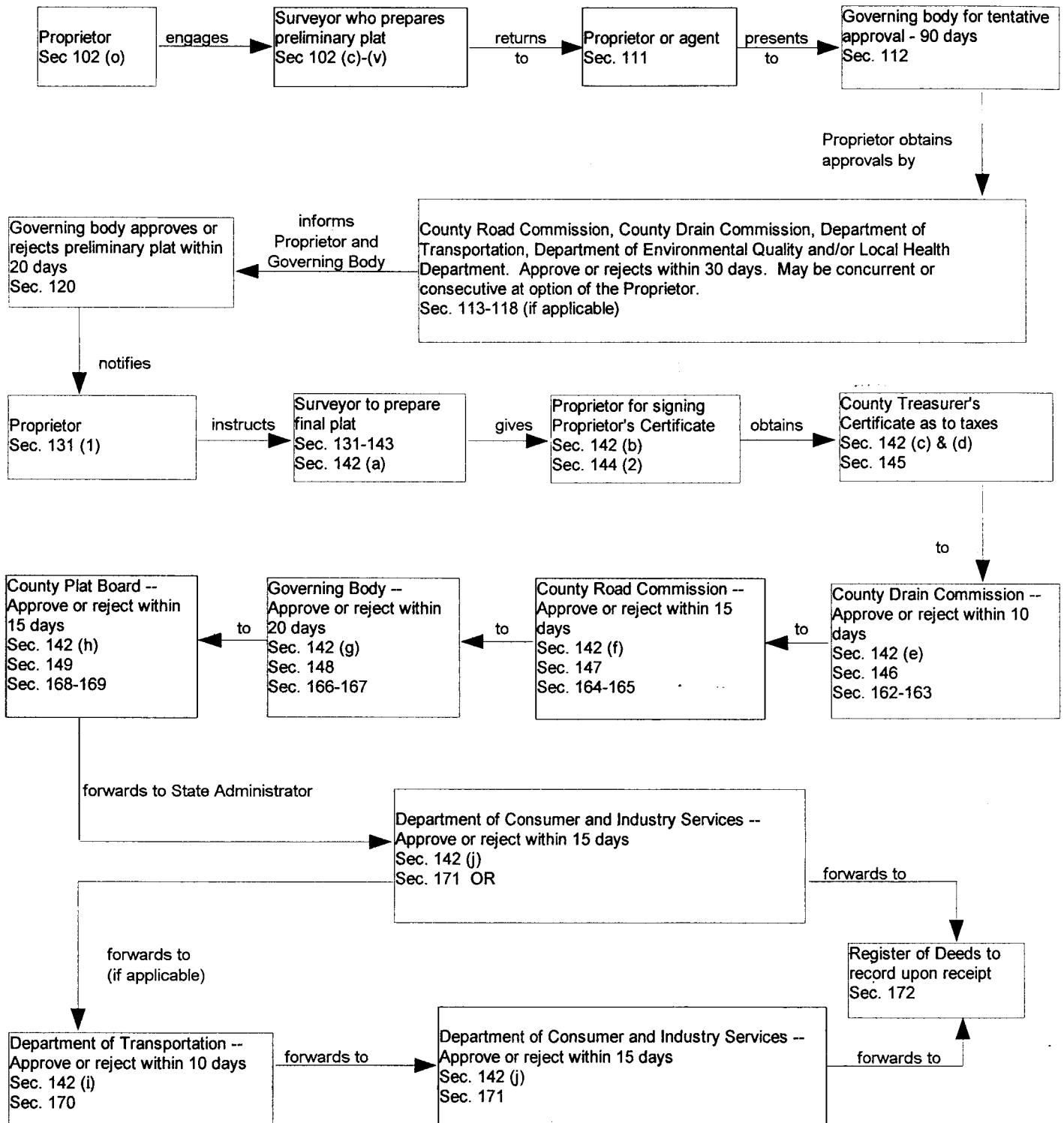
The guidelines were developed pursuant to Act 306 of 1969, as amended.

TABLE OF CONTENTS
FOR
GUIDELINES AND EXPLANATIONS

Flow chart - application of Act 288 of 1967, A-1
Sketch showing numbering of sections within a township, A-2
Division of a section, A-3
Conversion table - chains, feet and rods, A-4
Land subdivision plat sheet arrangement, A-5
Curve data required, A-6
Glossary of terms and abbreviations to be used in the
 preparation of plats, A-7, A-8
Significant Subdivision Act Requirements, A-9, A-12
List of guidelines to avoid delay, A-13, A-20
Final Plat Checklist, A-21, A-30
Subdivision Site Report, A-31
Preliminary Plat Map, A-32
Final Plat map, A-33
Department of Natural Resources, Guidelines, A-34, A-34A
Michigan Department of Health, guidelines, A-35 through A-41
Michigan Department of Transportation, Guidelines, A-42, A-43
Roads and streets which connect to state federal highways,
 Requirements for approaches and drainage structures, A-44, A-45
Michigan Department of Transportation, Counties and
 District Offices, A-46
Michigan Department of Transportation, Flow Chart, A-47

FLOW CHART - LAND DIVISION ACT

ACT 288 OF 1967, AS AMENDED



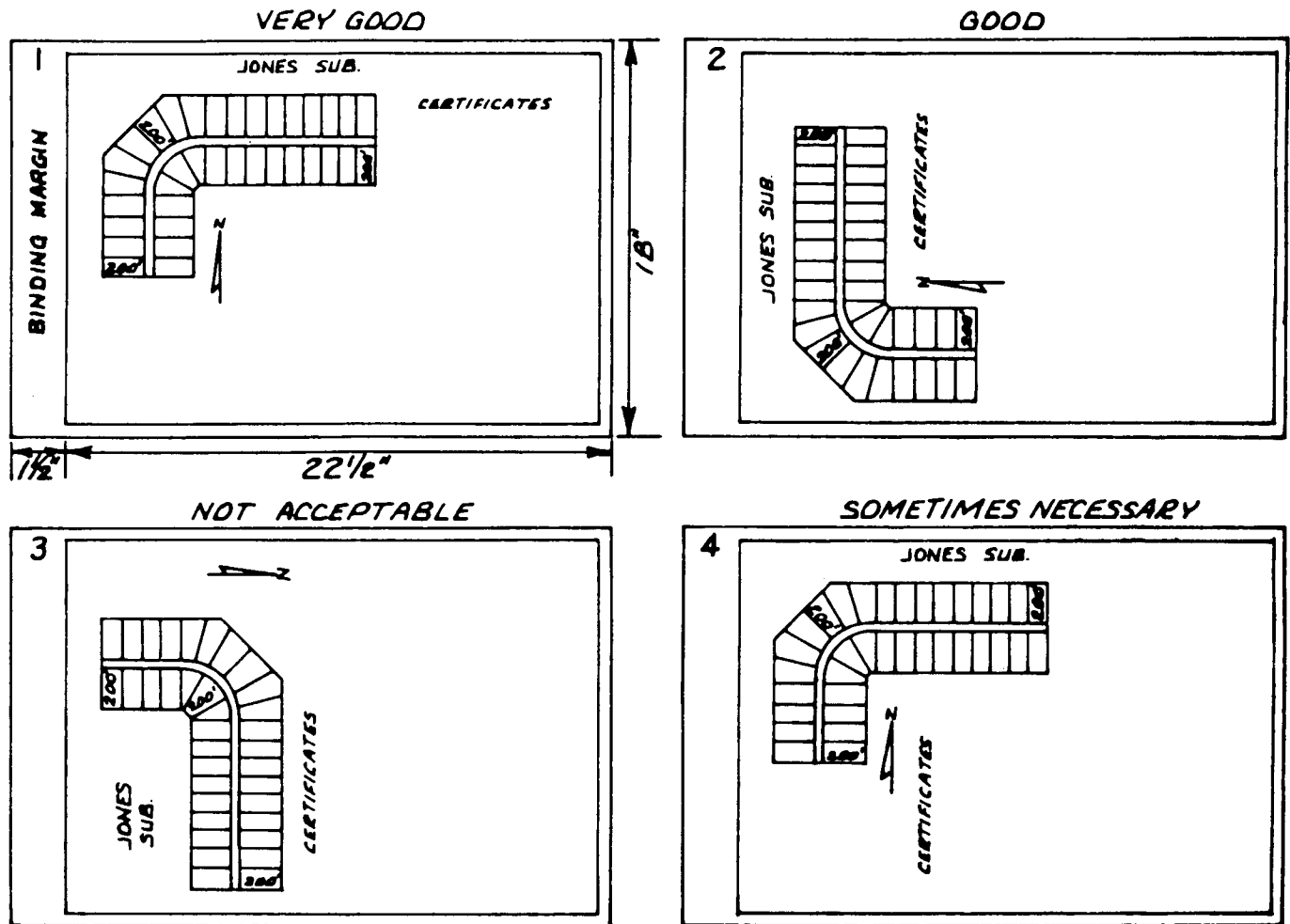
SKETCH SHOWING NUMBERING OF SECTIONS
WITHIN A TOWNSHIP

36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6
12	7	8	9	10	11	12	7
13	18	17	16	15	14	13	18
24	19	20	21	22	23	24	19
25	30	29	28	27	26	25	30
36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6

CONVERSION TABLE CHAINS, FEET AND RODS

Chains	Feet	Rods	Chains	Feet	Rods	Chains	Feet	Rods	Chains	Feet	Rods
1	16.5	1	14	874.5	53	27	1732.5	105	40	2590.5	157
	33.	2		891.	54		1749.	106		2607.	158
	49.5	3		907.5	55		1765.5	107		2623.5	159
	66.	4		924.	56		1782.	108		2640.	160
2	82.5	5	15	940.5	57	28	1798.5	109	41	2656.5	161
	99.	6		957.	58		1815.	110		2673.	162
	115.5	7		973.5	59		1831.5	111		2688.5	163
	132.	8		990.	60		1848.	112		2706.	164
3	148.5	9	16	1006.5	61	29	1864.5	113	42	2722.5	165
	165.	10		1023.	62		1881.	114		2739.	166
	181.5	11		1039.5	63		1897.5	115		2755.5	167
	198.	12		1056.	64		1914.	116		2772.	168
4	214.5	13	17	1072.5	65	30	1930.5	117	43	2838.	172
	231.	14		1089.	66		1947.	118		2904.	176
	247.5	15		1105.5	67		1963.5	119		2970.	180
	264.	16		1122.	68		1980.	120		3036.	184
5	280.5	17	18	1138.5	69	31	1996.5	121	47	3102.	188
	297.	18		1155.	70		2013.	122		3168.	192
	313.5	19		1171.5	71		2029.5	123		3234.	196
	330.	20		1188.	72		2046.	124		3300.	200
6	346.5	21	19	1204.5	73	32	2062.5	125	51	3366.	204
	363.	22		1221.	74		2079.	126		3432.	208
	379.5	23		1237.5	75		2095.5	127		3498.	212
	396.	24		1254.	76		2112.	128		3564.	216
7	412.5	25	20	1270.5	77	33	2128.5	129	55	3630.	220
	429.	26		1287.	78		2145.	130		3696.	224
	445.5	27		1303.5	79		2161.5	131		3762.	228
	462.	28		1320.	80		2178.	132		3828.	232
8	478.5	29	21	1336.5	81	34	2194.5	133	59	3894.	236
	495.	30		1353.	82		2211.	134		3960.	240
	511.5	31		1369.5	83		2227.5	135		4026.	244
	528.	32		1386.	84		2244.	136		4092.	248
9	544.5	33	22	1402.5	85	35	2260.5	137	63	4158.	252
	561.	34		1419.	86		2277.	138		4224.	256
	577.5	35		1435.5	87		2293.5	139		4290.	260
	594.	36		1452.	88		2310.	140		4356.	264
10	610.5	37	23	1468.5	89	36	2326.5	141	67	4422.	268
	627.	38		1485.	90		2343.	142		4488.	272
	643.5	39		1501.5	91		2359.5	143		4554.	276
	660.	40		1518.	92		2376.	144		4620.	280
11	676.5	41	24	1534.5	93	37	2392.5	145	71	4686.	284
	693.	42		1551.	94		2409.	146		4752.	288
	709.5	43		1567.5	95		2425.5	147		4818.	292
	726.	44		1584.	96		2447.	148		4884.	296
12	742.5	45	25	1600.5	97	38	2463.5	149	75	4950.	300
	759.	46		1617.	98		2475.	150		5016.	304
	775.5	47		1633.5	99		2491.5	151		5082.	308
	792.	48		1650.	100		2508.	152		5148.	312
13	808.5	49	26	1666.5	101	39	2524.5	153	79	5214.	316
	825.	50		1683.	102		2541.	154		5280.	320
	841.5	51		1699.5	103		2557.5	155			
	858.	52		1716.	104		2574.	156			

LAND SUBDIVISION PLAT SHEET ARRANGEMENT



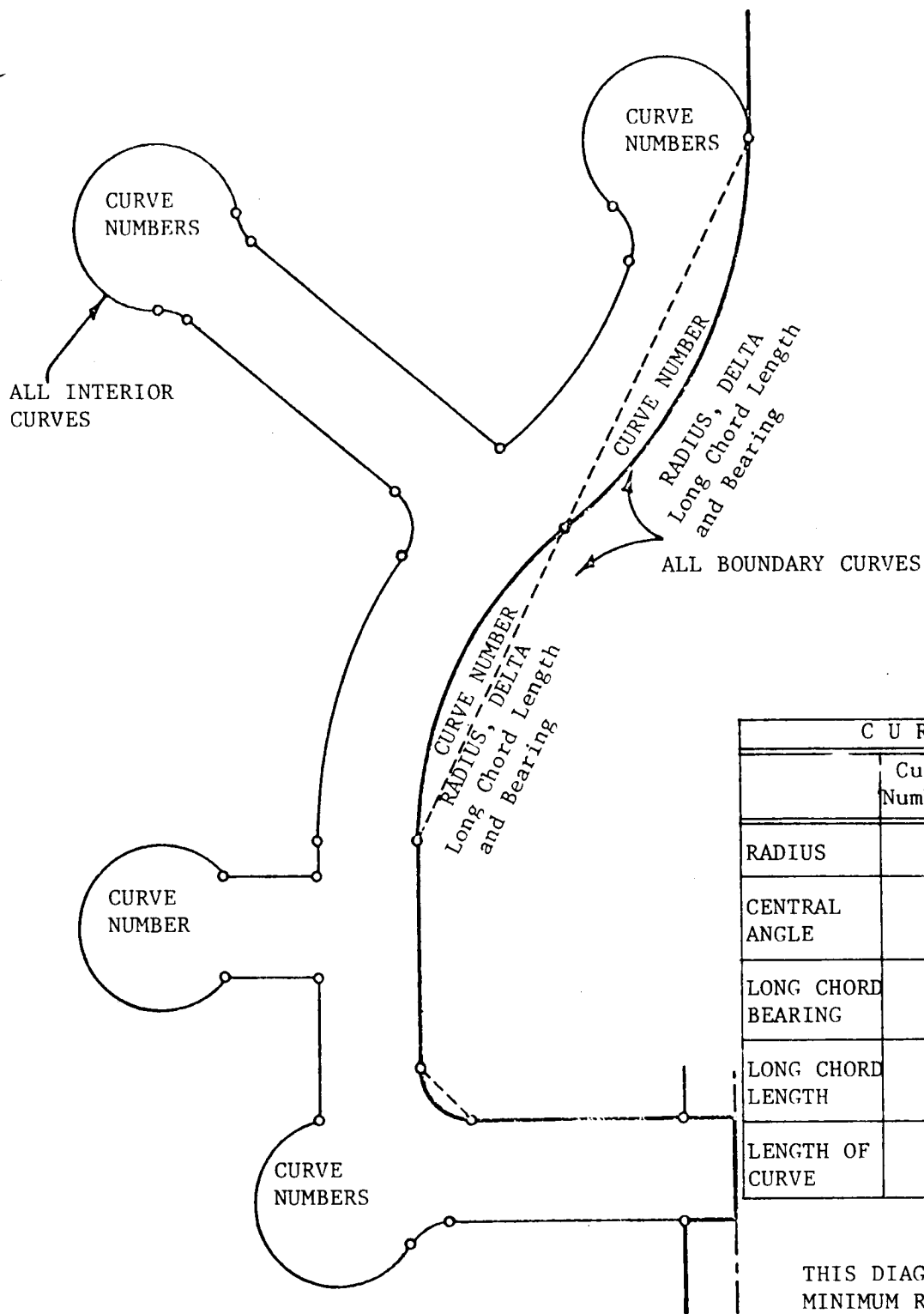
COMMENTS

The appearance and usefulness of a recorded land subdivision plat is greatly affected by the manner in which the plat drawing, certificates, curve data and other information is arranged on the sheet. A carelessly arranged plat increases the possibility of transcription error; during the plat review process, thereby increasing the amount of time necessary for plat examination; and when used for retracement of all or part of a survey.

A plat sheet, when bound in a volume in the Register Of Deeds' office, should be readable from the bottom and right edges of the sheet, as with any well-prepared map. Plat volumes are large, heavy and cumbersome; they should not require turning so as to read the data on a plat. Therefore, all data should be readable from the bottom or right edge, as illustrated in sketches 1 and 2.

Plat sheets should never be arranged as illustrated in sketch 3, as north, from the viewing position, is to the right or down, which is contrary to good mapping procedures. It is often necessary to arrange sheets as in sketch 4; such arrangement causes little difficulty. Multiple sheet plats should be arranged, when possible, so that each sheet is readable from the same direction so when viewing the several sheets, it is not necessary to turn the plat volume.

CURVE DATA REQUIRED



CURVE DATA			
	Curve Number	Curve Number	Curve Number
RADIUS			
CENTRAL ANGLE			
LONG CHORD BEARING			
LONG CHORD LENGTH			
LENGTH OF CURVE			

THIS DIAGRAM ILLUSTRATES THE MINIMUM REQUIREMENTS OF SECTION 137(d) AND RULE 111 (2)(b), AND RULE 112 (2)(j).

MORE DATA CAN BE NOTED IF THE SURVEYOR SO DESIRES.

GLOSSARY OF TERMS AND ABBREVIATIONS
TO BE USED IN THE PREPARATION OF PLATS

Acre	ac	Each	ea
Addition	add	East	E
Adjacent	adjac	Easterly	ELY
Adjoining	adjn	Except	exc
Along	alg	Extension	extn
Amount	amt		
Angle	ang		
Assessors	Ass'ors		
Avenue	ave	Feet or foot	ft
Azimuth	Az	Fraction	Fr.
		Fractional	Fr1.
		From	fr
Begin or beginning	beg		
Between	bet		
Block	blk	Government	govt
Boulevard	blvd	Government Lot	Gov't Lot
Boundary	bdy		
Bearing	brg		
		Half	$\frac{1}{2}$
		Highway	hwy
Center	cen		
Center angle or central angle	Δ or c/a	I angle	Δ
Center line	c/l	Include	incld
Chains	chs	Inclusive	incl
Commence or commencing	com	Interior angle	Δ
Common	comm	Intersection	inter
Company	co	Intersection with	inter/w
Concave	conc		
Contains	conts	Left	Lt
Containing	contg	Liber	L
Continue	contu	Line	li
Corner	cor	Long chord	L C
County	co		
Court	ct	Measured	meas
Curve	cur	Meridian	Mer
Chord	chd	Minutes	min
Degree	deg or °	Non-radial	NR
Delta angle	Δ	North	N
Describe	desc	Northeast	NE
Distant or distance	dist	Northeasterly	NELY
		Northerly	NLY
		Northwest	NW
		Northwesterly	NWLY
		Number	No.

Official records	O R
Original	orig
Page	pg
Parallel	para
Parallel with	p/w
Part	pt
Particularly	part
Point	pt
Point of beginning	pob
Point compound	
curve	P C C
Point of curve	P C
Point of tangency	P T
Point reverse curve	P R C

Tangent	tan
Thence	th
Thereof	thrf
Through	thru
Town	T
Township	Twp.
Vacated	vac
Variation	var
Village	Vill
Volume	vol
West	W
Westerly	WLY

Quarter	$\frac{1}{4}$
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Radial	R
Radius	R or rad
Railroad	rr
Railway	ry
Range	R
Record	rec

Resubdivision	resub
Right	rt
Right of Way	r/w
Road	rd

Second	2nd
Seconds	Sec. or "
Section	Sec.
Signature	sig
South	S
Southeast	SE
Southeasterly	SELY
Southerly	SLY
Southwest	SW
Southwesterly	SWLY
State	st
Street	St.
Subdivision	sub
Subject	subj
Supervisors	Supers.
Survey	sur